

35103
ADOPTED –BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 3, 2024

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

INSURANCE BROKERAGE SERVICES
MESIROW INSURANCE SERVICES
THE OFFICE OF RISK MANAGEMENT
(RENEWAL)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to renew the agreement with Mesirow Insurance Services to provide Insurance Brokerage Services for an additional one-year period from July 1, 2024, through June 30, 2025, at a total cost not to exceed \$85,000. This amount represents no increase over the current fee structure.

VENDOR: Mesirow Insurance Services
353 N. Clark Street
Chicago, Illinois 60654

USER: District Wide

ORIGINAL TERM:

The original term commenced on July 1, 2021, and expired on June 30, 2024, pursuant to Board Report 34259 adopted June 3, 2021, with two (2) additional one-year renewal options.

FIRST RENEWAL TERM:

The first renewal term shall commence on July 1, 2024, and shall terminate on June 30, 2025.

SCOPE OF SERVICES:

The District continues to require a highly qualified Insurance Services Brokerage firm to provide a full range of insurance related services. These services include access to commercial insurance carriers specializing in higher education and providing comprehensive coverage at the least possible cost. In addition, the District expects to receive a broad range of services which include a certificate management system, risk management consulting services, and a supplement to the services provided by the underwriters.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The District elects to procure several Commercial Insurance Policies to insure certain operational risks. Access to strategic insurance markets is achieved through an Insurance Broker delivering

such services and providing comprehensive coverage at the least possible cost as well as the delivery of risk management administrative service designed to enhance the Office of Risk Management operations.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #SH2103 was publicly advertised on March 10, 2021. In addition, twenty (20) companies were contacted directly via e-mail. Two (2) responded to the RFP on April 9, 2021: 1) Mesirow Insurance Services, Inc. and 2) The Owens Group.

All qualifications were reviewed, evaluated, and ranked by staff which included the Office of Finance, Office of Administrative Services, Office of Human Resources, the Office of the General Counsel the Office of Risk Management, the Office of Administrative and Procurement Services and the Office of M/WBE Contract Compliance.

The evaluation criteria included:

- 2. Qualifications and experience of the Proposer, (including assigned team), past performance of the firm(s) on other contracts in terms of size, scope, and quality of services (Specifically, Higher Education clients/experience)
- 5. Market Access
- 6. Commission Disclosure
- 7. Risk Management Consulting Services
- 9. Certificate Management System
- 10. Enterprise Management Consulting Services
- 11. Fees in relation to the Scope of Services
- 12. MBE/WBE Compliance Plan

Based on the evaluation scoring, staff recommends the acceptance of the proposal from Mesirow Insurance Services, Inc.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and determined the Vendor has complied with the Board Approved MBE/WBE Contract Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
A. Lavelle Consulting Services, LLC dba Cynasure Insurance 203 N. Lasalle St., Ste. 2100 Chicago, IL 60601	MBE	25	Direct	City of Chicago
Risk & Insurance Management Services Inc. dba Eagle One Case Management Solutions, Inc.	WBE	7	Direct	Cook County

760 Village Center Drive, Ste. 250 Burr Ridge, IL 60527				
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GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total: \$85,000

Charge To: The Office of the General Counsel – Risk Management

Source of Funds: Liability, Protection and Settlement Fund

FY25: 530000-05001-0022502-80000 \$85,000 (Administrative Fee)

Respectfully submitted,

**Juan Salgado
Chancellor**

May 2, 2024 – The Office of Risk Management